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MAY 18 1957

MEMORANDUM FOR: Chief, Audit Staff

SUBJECT: Review of Machine Records Division Reports

1. I am concerned about the increased number of regular recurring reports prepared by the Machine Records Division, Office of the Comptroller. The number of reports increased from 340 in 1954 to 475 in 1956.

2. It is possible that reports required in previous years may not be essential today and should be discontinued. The number of copies of reports formerly required may no longer be necessary. Again, identical information may appear on two (2) or more reports, which reports could wisely be consolidated.

3. It is important that the Agency establish the least possible number of reports which will produce required data. To obtain this objective I am asking Office Heads and Staff Chiefs concerned to critically review all their report requirements.

4. Attached is a list of reports and distribution pertaining to your area. Please take the necessary action to:

- a. Eliminate non-essential reports.
- b. Reduce the number of copies distributed.
- c. Consolidate reports where practicable.
- d. Report action taken to the Comptroller by 30 June 1957.

Signed

L. K. WHITE  
Deputy Director  
(Support)

ATTACHMENT:

Tab A - List of Reports

DISTRIBUTION:

Orig. & 1 - Audit Staff

3 - M/A ✓

1 - Comptroller

25X1A9a

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(14 May 1957)

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*Same memo  
to all DPs  
of office heads*

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ORIGINAL DOCUMENT MISSING PAGE(S):

TAB A